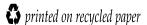
Community Litter Cleanup Program 2003-2005

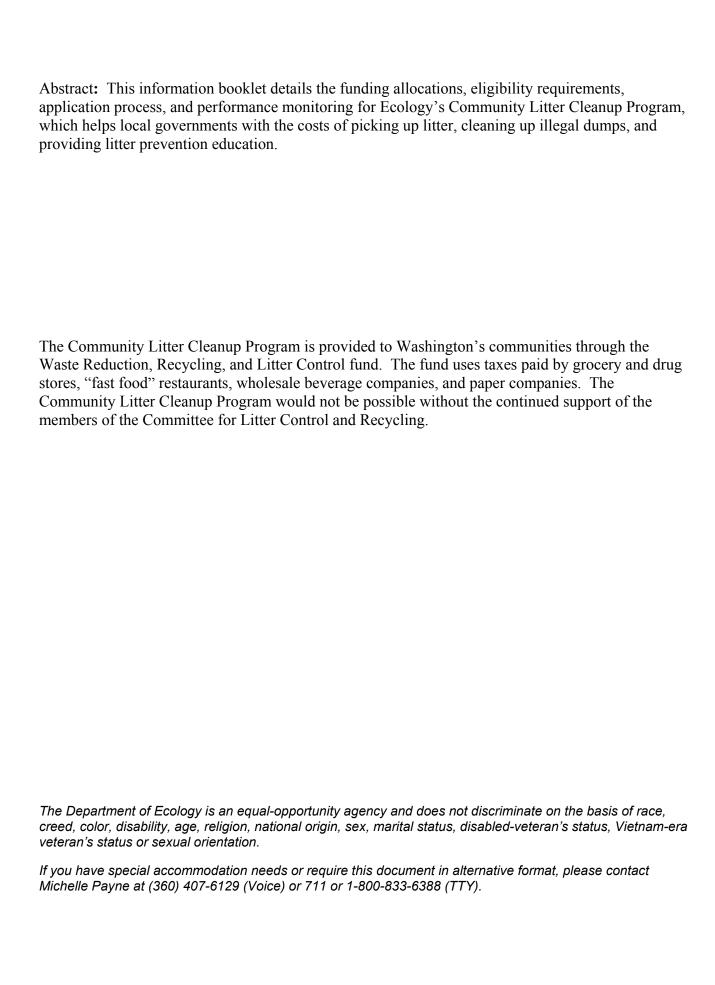
Information and Application Instructions



Solid Waste and Financial Assistance Program

Publication # 00-07-042 Revised January 2003





Community Litter Cleanup Program 2003-2005 Information and Application Instructions

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Please direct comments and suggestions for changes on this information booklet to Steve Loftness in the Solid Waste and Financial Assistance Program, (360) 407-6060 or stlo461@ecy.wa.gov

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Chapter 1: Introduction

Changes to the CLCP Program

These guidelines reflect the changes in the Community Litter Cleanup Program (CLCP) since the 2001-2003 cycle.

The biggest change in the CLCP for the 2003-2005 cycle is in the funding allocation method. RCW 70.93.220 directs the Department of Ecology (Ecology) to distribute funding based on the efficiency and effectiveness (E&E) of established projects. CLCP funding has been allocated for the past five years based solely on equal division of the total among all 41 eligible recipients. Changing the allocation formula is consistent with the intent of the Joint Legislative Audit Review Committee, which focuses distribution of funding on performance measures. In the 2003-2005 cycle, 45 percent of the total litter and illegal dump cleanup and education funding is distributed equally as a base; of the remainder, 35 percent is allocated according to geographic and demographic factors (population, area, miles driven, and miles of roadway) and 20 percent according to E&E.

Tools and Trucks (T&T) funding has been reduced from 10 percent of the total CLCP allocation, to approximately 5.5 percent. This decision was made because most recipients have already purchased capital inventory through this funding mechanism, decreasing the need for a larger set-aside. Lowering the T&T portion frees up funds for additional litter and illegal dump cleanup and education activities. (This decision will be re-evaluated in future cycles.)

Another change to this cycle is that all applicants were required to submit a preapplication form in support of the effectiveness of their projects. The preapplication was designed as one element to help Ecology determine E&E allocations.

Money Available

Ecology has \$2,593,966 available for litter and illegal dump cleanup and education activities for the period July 1, 2003, through June 30, 2005. In addition to litter and illegal dump cleanup allocations, there will also be \$150,000 made available statewide for capital purchases under the T&T Program. The T&T Program is a needs-based program. The goal of these additional capital funds is to ensure that all jurisdictions have at least the minimum equipment necessary to operate an effective litter control program. See the end of Chapter 3 and Chapter 6 for details on this capital program.

The application period for both programs will be February 1, 2003, through April 1, 2003.

CLCP contracts are written for a two-year period. Recipients must demonstrate their utilization of the funds within the first two quarters by regularly submitting invoices and progress reports. If no invoices are submitted within 30 days after the end of the second quarter (by January 30, 2004), or if submitted invoices demonstrate insufficient activity, contracts may be amended or revoked in order to free up funds for other litter cleanup activities.

The Community Litter Cleanup Program provides local governments with funding for litter pickup, illegal dump cleanup, and litter prevention education. Legislative changes to RCW 70.93 in 1997

dedicated 20 percent of litter monies from the Waste Reduction, Recycling, and Model Litter Control Act (WRRMLCA) to provide financial assistance to local governments.

The fund was established in lieu of a requirement for consumer deposit on glass bottles by the 1971 Model Litter Control and Recycling Act as a way to control and minimize litter. It called for a tax of 0.015 percent on the sale of certain products, including human and pet food, groceries, cigarettes and tobacco products, beer, wine, newspapers and magazines, household paper products, glass and metal containers, plastic or fiber containers, cleaning agents, and toiletries. In addition to funding the CLCP, the tax is used for other litter collection programs, recycling, waste reduction, and sustainability efforts.

This is not a grant or loan program. It is a contracted funding program to provide money to communities through interagency agreements. The money is intended to help address priority litter and illegal dump problems. It is not an entitlement program, and project proposals will be evaluated by Ecology to ensure that litter funds are invested in projects that will produce good environmental results.

Eligible Applicants

Solid waste planning authorities responsible for local comprehensive solid waste management plans are eligible to apply for these funds. These local governments are the 39 counties and the cities of Seattle and Everett. The planning authorities are ultimately responsible for the proper management of the contracts.

Eligible Recipients

Any local government agency designated by the applicant can receive the money. Ecology will enter into the interagency agreement with this **recipient**, who will be responsible for administering the funding and billing Ecology for reimbursement.

The recipient receives funds to conduct and/or administer projects but may pass the funds through to other entities. Local governments have wide latitude to use partnerships with other agencies and groups to get the work done. For example, community volunteer organizations and correction agencies with crews working off community service obligations can be contracted under these agreements.

The entities interested in cleaning up litter and illegal dumps need to confer and determine which possible projects will meet their highest needs. Those are the projects to show on the application.

Additional Details

- Matching funds are not required.
- In lieu of a match, communities are encouraged to mobilize local resources, including correctional work groups, volunteer organizations, administrators, equipment, etc., to produce the greatest environmental impact with the modest funding available. (This is one E&E measure.)

- All applicants may use funds to continue CLCP activities from the previous cycle and/or use funds for new or expanded projects.
- The planning authority needs to be involved in planning possible projects to make sure there is no duplication or conflict between the proposed projects and efforts already planned to deal with litter and illegal dumps. Coordination with the Department of Corrections, the Department of Transportation, and the Ecology Youth Corps is recommended.
- To maximize project success, communities need to invest local resources, such as donated staff time, volunteer labor, donated equipment, supplies, waived disposal costs, etc.
- This program focuses on **results**. Local governments have a wide range of opportunity in how they use the funds, but they **must be able to show quantifiable results:** miles of road cleaned, amount of litter picked up, number of dumpsites cleaned up, the amount of debris collected, the success of educational programs, etc. (See Chapter 7 for more detail on reporting requirements.)
- Results must be tangible and must be reported in accordance with the stipulation of each respective contract. The **recipient** will be responsible for submitting reimbursement requests and progress reports to Ecology at least quarterly. Ecology requires periodic reporting on results, as well as a final project evaluation after the project is completed.

Chapter 2: How Allocation Works

The allocations are based on a three-part formula. In this cycle 45 percent, or \$1,167,270, of the total litter and illegal dump cleanup funding is distributed equally among recipients as a base amount. Another 35 percent, or \$907,897, is allocated based on geographic and demographic factors, and 20 percent, or \$518,799, is based on efficiency and effectiveness (E&E). This percentage split was determined after conducting regional litter coordination meetings and surveying local governments.

Base Amount

The base amount equals \$28,470 per recipient, assuming all 41 eligible jurisdictions apply for funding. Should fewer jurisdictions apply, the base amount will be redistributed equally among all applicants.

Geographic and Demographic Factors

There are four geographic and demographic factors, largely derived from input from recipients, other concerned agencies, and Ecology staff. These criteria were chosen to reflect the diversity of needs statewide, indicating the potential for littering and illegal dumping problems and jurisdictions' ability to manage them. The four criteria, each weighted equally, are:

- Area in square miles (National Association of Counties).
- Population (OFM 2002 Population Estimate).
- Miles of state and county roads (2000 WDOT).
- Miles driven on state and county roads (2001 WDOT).

Allocations were determined by comparing each recipient's geographic and demographic factors against statewide totals, resulting in a percentage. This percentage was multiplied by the total funding available for geographic and demographic factors to determine each recipient's allocation. Amounts range from \$2,179 to \$108,585. See Table 2-1 for a breakdown by recipient of how the geographic and demographic allocations were determined.

Table 2-1 Geographic and Demographic Allocations by Recipient

Percentages listed in the four gray-shaded columns (area, population, miles of road, miles driven) reflect a recipient's share of each respective factor as a percentage of Washington in total. For example, Adams County is 1,925 square miles, which is 2.89% of the total area in square miles of Washington State. Therefore, 2.89% is listed in the "Area" column for Adams County. The same calculations are made for population, miles of road, and miles driven. The "Average Percent" column is figured by adding the four gray-shaded columns for each recipient and dividing that total by four. Finally, the "Amount" column is calculated by multiplying each recipient's "Average Percent" by the total amount available for geographic and demographic allocations (\$907,899). Again using Adams County as an example, the percentages in the four gray-shaded columns are 2.89%, 0.27%, 4.23%, and 1.24%, the sum of which equals 8.63%. Next, 8.63% is divided by four, equaling 2.16%. Finally, 2.16% is multiplied by \$907,899 which equals \$19,611 – this amount is Adams County's proportional share of the geographic and demographic pool.

Table 2-1
Geographic and Demographic Allocations by Recipient

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Spokane 2.65% 7.04% 6.75% 6.06% 5.63% \$51,115 Stevens 3.72% 0.67% 3.68% 0.93% 2.25% \$20,428 Thurston 1.09% 3.51% 2.35% 3.83% 2.70% \$24,513 Wahkiakum 0.40% 0.06% 0.39% 0.11% 0.24% \$2,179 Walla Walla 1.91% 0.92% 2.33% 0.82% 1.49% \$13,528 Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608	Skamania	2.49%	0.16%	0.62%	0.19%	0.86%	\$7,808
Stevens 3.72% 0.67% 3.68% 0.93% 2.25% \$20,428 Thurston 1.09% 3.51% 2.35% 3.83% 2.70% \$24,513 Wahkiakum 0.40% 0.06% 0.39% 0.11% 0.24% \$2,179 Walla Walla 1.91% 0.92% 2.33% 0.82% 1.49% \$13,528 Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608	Snohomish*	3.07%	8.81%	3.45%	9.72%	6.26%	\$56,834
Stevens 3.72% 0.67% 3.68% 0.93% 2.25% \$20,428 Thurston 1.09% 3.51% 2.35% 3.83% 2.70% \$24,513 Wahkiakum 0.40% 0.06% 0.39% 0.11% 0.24% \$2,179 Walla Walla 1.91% 0.92% 2.33% 0.82% 1.49% \$13,528 Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608	Spokane	2.65%	7.04%	6.75%	6.06%	5.63%	\$51,115
Thurston 1.09% 3.51% 2.35% 3.83% 2.70% \$24,513 Wahkiakum 0.40% 0.06% 0.39% 0.11% 0.24% \$2,179 Walla Walla 1.91% 0.92% 2.33% 0.82% 1.49% \$13,528 Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608	Stevens	3.72%		3.68%	0.93%	2.25%	\$20,428
Wahkiakum 0.40% 0.06% 0.39% 0.11% 0.24% \$2,179 Walla Walla 1.91% 0.92% 2.33% 0.82% 1.49% \$13,528 Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608	Thurston		3.51%	2.35%	3.83%	2.70%	
Walla Walla 1.91% 0.92% 2.33% 0.82% 1.49% \$13,528 Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608							
Whatcom 3.18% 2.85% 2.50% 2.65% 2.79% \$25,330 Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608							
Whitman 3.24% 0.67% 4.66% 0.96% 2.38% \$21,608							
	 						
- LONDO	Yakima	6.45%	3.72%	4.31%	3.02%	4.38%	\$39,766

^{*} Excluding the cities of Seattle (King) and Everett (Snohomish)

Efficiency and Effectiveness

RCW 70.93.220 requires Ecology to distribute monies based on the efficiency and effectiveness of existing programs. After consultations with stakeholders and a great deal of discussion, Ecology developed criteria for evaluating the efficiency and effectiveness of recipients' CLCP programs. There are eight criteria considered:

- An efficiency formula which considers past outputs (tonnages collected and miles and acres cleaned relative to hours worked.)
- Hours worked
- Cost per hour
- Spending history
- Reporting history
- Community support (pre-application narrative)
- Local solid waste enforcement program success
- Other litter collection activities in the jurisdiction (EYC, volunteers, etc)

Ecology's regional project officers worked collaboratively to determine E&E allocation for each recipient based on the criteria above and collective professional judgment. Table 2-2 summarizes the results of the E&E determination process. Additionally this table lists the total projected award per recipient in accordance with the results of the three-part allocation formula (base, geographic/demographic, efficiency and effectiveness). Please note that smaller E&E amounts, or in some cases zero (\$0) awards for E&E, do not necessarily reflect poor performance by a given recipient's program. In a number of instances, a jurisdiction may receive sufficient funding through the base amount and geographic/demographic allocations to continue their successful programs. Despite their degree of operational efficiency, it would not be effective to provide additional E&E funding that would go under-utilized.

TABLE 2-2 2003-2005 CLCP ALLOCATIONS BY RECIPIENT

DECIDIENT	BASE	GEOGRAPHIC &	EFFICIENCY &	TOTAL PROJECTED
RECIPIENT A dama	AMOUNT \$29,470	DEMOGRAPHIC \$10.611	EFFECTIVENESS \$6.010	AWARD
Adams	\$28,470	\$19,611	\$6,919	\$55,000 \$55,000
Asotin	\$28,470	\$5,447	\$21,083	\$55,000
Benton	\$28,470	\$20,972	\$32,158	\$81,600
Chelan	\$28,470	\$19,338	\$0	\$47,808
Clallam	\$28,470	\$13,891	\$20,000	\$62,361
Clark	\$28,470	\$32,775	\$0	\$61,245
Columbia	\$28,470	\$6,083	\$19,480	\$54,033
Cowlitz	\$28,470	\$16,433	\$15,000	\$59,903
Douglas	\$28,470	\$18,249	\$13,281	\$60,000
Everett	\$28,470	\$5,992	\$38	\$34,500
Ferry	\$28,470	\$12,620	\$0	\$41,090
Franklin	\$28,470	\$14,345	\$29,185	\$72,000
Garfield	\$28,470	\$5,266	\$0	\$33,736
Grant	\$28,470	\$30,324	\$5,206	\$64,000
Grays Harbor	\$28,470	\$16,251	\$17,000	\$61,721
Island	\$28,470	\$8,443	\$24,198	\$61,111
Jefferson	\$28,470	\$11,167	\$18,000	\$57,637
King	\$28,470	\$108,585	\$11,145	\$148,200
Kitsap	\$28,470	\$22,697	\$24,833	\$76,000
Kittitas	\$28,470	\$17,704	\$16,000	\$62,174
Klickitat	\$28,470	\$14,526	\$17,004	\$60,000
Lewis	\$28,470	\$22,334	\$15,000	\$65,804
Lincoln	\$28,470	\$21,245	\$0	\$49,715
Mason	\$28,470	\$10,804	\$10,000	\$49,274
Okanogan	\$28,470	\$29,688	\$0	\$58,158
Pacific	\$28,470	\$7,808	\$30,000	\$66,278
Pend Oreille	\$28,470	\$8,988	\$17,542	\$55,000
Pierce	\$28,470	\$64,461	\$0	\$92,931
San Juan	\$28,470	\$2,633	\$16,487	\$47,590
Seattle	\$28,470	\$35,771	\$24,159	\$88,500
Skagit	\$28,470	\$20,337	\$25,093	\$74,000
Skamania	\$28,470	\$7,808	\$15,000	\$51,278
Snohomish	\$28,470	\$56,834	\$28,496	\$113,800
Spokane	\$28,470	\$51,115	\$0	\$79,585
Stevens	\$28,470	\$20,428	\$0	\$48,898
Thurston	\$28,470	\$24,513	\$11,450	\$64,433
Wahkiakum	\$28,470	\$2,179	\$0	\$30,649
Walla Walla	\$28,470	\$13,528	\$12,035	\$54,033
Whatcom	\$28,470	\$25,330	\$10,000	\$63,800
Whitman	\$28,470	\$21,608	\$0	\$50,078
Yakima	\$28,470	\$39,766	\$13,007	\$81,243
TOTAL	\$1,167,270	\$907,897	\$518,799	\$2,593,966

Additionally this table lists the total projected award per recipient in accordance with the results of the three-part allocation formula (base, geographic/demographic, efficiency and effectiveness). Please note that smaller E&E amounts, or in some cases zero (\$0) awards for E&E, do not necessarily reflect poor performance by a given recipient's program. In a number of instances, a jurisdiction may receive sufficient funding through the base amount and geographic/demographic allocations to continue their successful programs. Despite their degree of operational *efficiency*, it would not be *effective* to provide additional E&E funding that would go under-utilized.

Chapter 3: Eligibility

Costs That Can Be Covered

Project costs that Ecology funds may be used for include, but are not limited to:

- Salaries and benefits for crew supervisors, volunteer program coordinators, and noncorrectional crews. Supervisors may supervise local or state corrections crews, or other crew members. Overtime differentials are not eligible, unless 100 percent of the individual's work time is spent on CLCP activities.
- Labor and Industry insurance.
- Safety training for supervisors and crew members.
- Safety supplies for supervisors and crew members, such as gloves, litter grapplers, hard hats, reflective vests, traffic cones, and signs.
- Tools and equipment necessary to clean up litter and illegal dumps. (See definitions of supplies, tools, and equipment at the end of this chapter and on page 23, the Glossary.)
- Costs related to rental equipment, such as front-end loaders and vans, to clean up litter and illegal dumps. (Although these costs are eligible, we strongly encourage local governments to donate the use of public works vehicles, as part of the investment of local resources.)
- Capital expenditures, such as a vehicle for crew transportation (Tools & Trucks).
- Administrative costs, such as coordination, record keeping, and accounting are limited to 10 percent of the total contract, excluding Tools and Trucks funding.
- Solid waste disposal costs for materials collected from public property. (Although these costs are eligible, we strongly encourage local governments to waive disposal fees as part of the local investments.)
- Education and information activities focusing on litter control and prevention. Funds for waste reduction and recycling education and information activities can be applied for under Ecology's Coordinated Prevention Grant Program.
- Litter and illegal dump cleanup on public lands with free public access.
- One-time cleanup of an illegal dump per site (not per property) on lands that are privately held but allow public access. The illegal dumping must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owner participation, whether financial or through preventive measures such as restricted access or signage. Ecology will require that the property owner be notified and agree to the cleanup and that the recipient provide a clear demonstration of public benefit. The CLCP requires property owners to pay disposal costs; CLCP funds cannot be used to pay these costs. Ecology encourages local governments to work with the private property owner to cover the cost of disposal or waive disposal fees as part of the investment of the cleanup.

• Litter cleanup is eligible on private property with public access, as long as the public is not charged for such access as a commercial activity (e.g., campground with fee, boat launch). The litter must be the result of abuse by the public, rather than by the landowner or tenant. Ecology encourages property owner participation, whether financial or through preventive measures such as restricted access or signage. Ecology will require that the property owner be notified and agree to the cleanup and that the recipient provide a clear demonstration of public benefit.

RCW 70.93.030(3)(13) defines "public place" as "any area that is used or held out for use by the public whether owned or operated by public or private interests."

• Litter receptacles for placement on public property that is continuously available for public access. Maintenance and service of litter receptacles is not eligible. A maintenance plan is required before any funds will be awarded for the purchase of receptacles.

Costs That Will Not Be Covered

Project costs that Ecology funds will not reimburse include, but are not limited to:

- The costs of projects that are already funded from other sources, including any activities covered under the Coordinated Prevention Grant Program.
- Cleanup after community fairs and special events. (These costs should be part of the event itself and will not be covered by this program.)
- Maintenance and service of litter receptacles.
- Overhead costs.
- Costs associated with applying for these funds.
- Computers to administer program.
- Costs incurred before the effective date of the agreement, unless they are preauthorized and there are specific provisions in the agreement for them.
- Administration costs over 10 percent of the total awarded amount from CLCP. No administrative costs are allowed under Tools and Trucks.
- Overtime differential, unless 100 percent of an employee's time is spent on tasks specific to this project.
- Education and information activities related to sustainability, waste reduction, and recycling. These activities may be funded through Ecology's Coordinated Prevention Grant Program.
- Cleanup of an illegal dump located on private land with public access that has previously been cleaned with funds from the CLCP. Limit: one cleanup per dumpsite (not property) on private land.
- Disposal costs for debris collected from private land.
- Signs acknowledging specific organizations, such as "Adopt a Roadway" groups.
- Cleanup of litter or an illegal dump located on private land but not having public access. Any fee or restriction of who may use the site precludes an area from having public access.

Tools and Trucks Program

Aside from the allocation of \$2,593,966 available for litter and illegal dump cleanup and education activities, additional funding exists solely for capital purchases, known as Tools and Trucks (T&T). Statewide, \$150,000 is available for purchases of equipment and tools (not supplies). There are no limitations on the amount of funding each applicant can request.

The following definitions determine eligibility of purchases using the Tools and Trucks Program funds:

• Equipment: tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per unit.

• Tools: tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.

Examples of equipment include, but are not limited to, trucks, vans, trailers, and other vehicles. Examples of tools include, but are not limited to, signs, pickers, portable potties, etc.

Supplies **cannot** be purchased using Tools and Trucks Program funds but remain eligible under litter and illegal dump allocations.

• Supplies: tangible, personal property having useful life of less than one year and costing less than \$5,000 per functional unit.

Examples of supplies include gloves and bags.

This additional capital funding is available by submitting a T&T application with your CLCP application (see Chapter 6) All requests received by the application deadline of April 1, 2003, will be considered. Complete funding will be awarded to those requests that best demonstrate need, capacity for usage, and environmental results that advance litter control priorities. The criteria are flexible to allow consideration of unforeseen needs and circumstances.

Chapter 4: Developing a Project

Structuring the Project

- Describe the problem you want to solve. Be as specific as you can. Is the litter worse along the highway, or in vacant lots near stores? Do illegal dumps pose a greater environmental threat?
- What is the current status of litter cleanup activities within your jurisdiction? What is the normal level of effort and resources devoted to the problem by the state Departments of Transportation, Corrections, and Ecology? Will your efforts duplicate theirs, or will they be complementary?
- Who will help with this project, and how? Are they ready to proceed right now, or will they need help getting ready?
- How will you recruit and train crews and ensure crew safety?
- What resources will be directed towards this project? Can you get any contributions of volunteer time, donated equipment, waived tipping fees, etc.?
- How will you take care of recycling or disposing of the materials you collect? How will you transport them?
- What will success look like? How will you measure that? How will you show your results?

Ecology Review

Ecology wants each CLCP project to achieve the best results for the time, money, and effort invested. As you develop your proposal, make sure your proposal clearly addresses the following questions.

- Your agreement will be negotiated based on the thoroughness of the application. CLCP is not an entitlement program; in order to be successful, local government agencies need to develop projects that will make a measurable improvement in the environment–roads, parks, and/or unsightly illegal dumps cleaned up.
- Indications the recipient is able to successfully carry out the project. Dedication of local officials to cleaning up public areas.
- Each agreement negotiated between Ecology and the recipient contains outcomes.
 Successful completion of projects includes being able to report outcomes—which will demonstrate to the Legislature the extent to which the state is being cleaned up. Ecology needs to demonstrate to the Legislature that local governments are effectively utilizing the money available to them, and that limited state funds are being leveraged for maximum environmental benefit
- For T&T, demonstration of the need and capacity for the equipment/tools, and evidence the
 equipment and/or tools will enhance the recipient's program, resulting in positive
 environmental outcomes.

Local Involvement

Ecology encourages working with county and city agencies and citizen groups to come up with projects that will get the greatest possible environmental benefit for the resources invested. Agencies and groups that may be interested include correction agencies, community groups, health departments, public works or solid waste departments, solid waste advisory committees, civic groups, youth groups, and others involved in local cleanup and beautification projects.

It is advisable to consult with representatives of the state Department of Transportation (DOT), the state Department of Corrections (DOC), and the Ecology Youth Corps (EYC). These agencies may have plans for working in your area, and coordinating with them obviates duplication of effort, maximizing the effectiveness of limited funds.

Local health departments and districts are responsible for enforcing ordinances and laws regarding illegal dumping. If your project involves cleaning up illegal dumps, you will need to coordinate with the local health department or district.

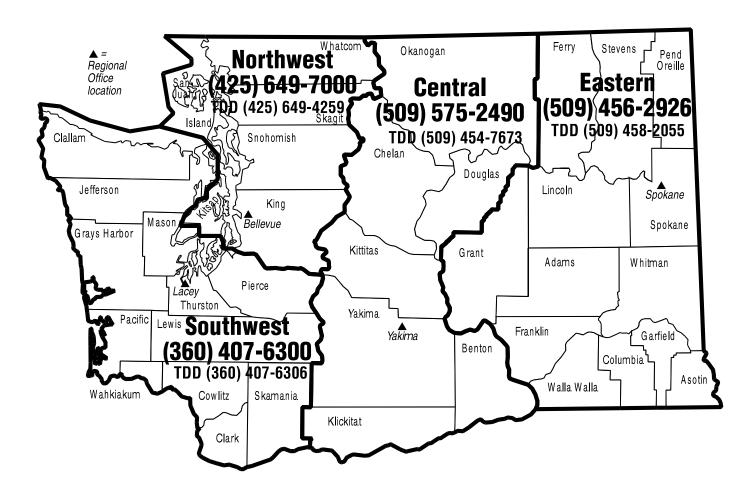
Ecology Assistance

Please work with the Ecology Project Officer in your region. They can help you develop viable projects and assist with coordination among other groups and agencies involved in litter and illegal dump activities.

Regional Project Officers

Name	Address	Phone Number/E-Mail Address	Works with These Recipients
Mikel Baxter	Southwest Regional Office P. O. Box 47775 Olympia 98504-7775	(360) 407-0067 <u>mmcc461@ecy.wa.gov</u> Fax (360) 407-6305	Clallam, Grays Harbor, Jefferson,
Mike Drumright	Southwest Regional Office P. O. Box 47775 Olympia 98504-7775	(360) 407-6059 mdru461@ecy.wa.gov Fax (360) 407-6305	Clark, Cowlitz, Lewis, Pierce, Skamania, Wahkiakum
Glenn Duncan	Central Regional Office 15 W. Yakima Ave., Ste. 200 Yakima 98902-3387	(509) 454-7872 <u>gdun461@ecy.wa.gov</u> Fax (509) 575-2809	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima
Curtis Durrant	Eastern Regional Office N. 4601 Monroe Spokane 99205-1295	(509) 456-6370 <u>cdur461@ecy.wa.gov</u> Fax (509) 456-5056	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman
Tami Ramsey	Southwest Regional Office P. O. Box 47775 Olympia 98504-7775	(360) 407-6612 <u>tmor461@ecy.wa.gov</u> Fax (360) 407-6305	Mason, Pacific, Thurston
Steven Williams	Northwest Regional Office 3190 – 160th Ave. SE Bellevue 98008-5452	(425) 649-7048 <u>stwi461@ecy.wa.gov</u> Fax (425) 649-7098	Everett, Island, King, Kitsap, San Juan, Seattle, Skagit, Snohomish, Whatcom

Map of Ecology's Regional Offices



Chapter 5: Applying for CLCP Funds

The Application Process

Step 1: Review last cycle's proposals as applicable.

Step 2: The applicant should:

- Identify and coordinate all potential project ideas and capital needs.
- Plan the project and obtain local resources.
- Ensure that one consolidated application for funding is completed, including a Tools and Trucks application if requesting T&T funds.

Ecology project officers can assist with Step 2. Please call the project officer in your area (see page 12 and 13) for information and assistance.

Step 3: The applicant obtains needed approvals and signatures from:

- Authorized applicant.
- All participating **recipients**.

Step 4: The applicant or planning authority sends the application(s) to Ecology project officer between February 1 and April 1, 2003.

Step 5: Ecology project officer considers the proposal both for the litter and illegal dump cleanup and education activities and for T&T. The project is evaluated for completeness and eligibility.

Step 6: Ecology and recipient negotiate and enter into the agreement.

Step 7: Recipient begins project. Reimbursable work must begin **after** the effective date of the agreement. Ecology cannot pay for costs incurred before that date.

Step 8: Recipient requests reimbursement from Ecology and submits progress reports on a monthly or quarterly basis.

The Application

Section 1

Section 1 contains applicant information and signature of person authorizing the application. The **applicant** is the planning authority applying for the funding.

Each applicant submits one application. All applications must show that the projects are consistent with the local comprehensive solid waste management plan. The planning authority (solid waste coordinator or public works director) must review and sign the application to show this consistency.

Section 2

Section 2 contains identifying information about the **recipient**. The **recipient** is the local government agency that will sign the agreement with Ecology and will receive the funds. The **recipient** can be any government agency, such as the public works department, local corrections agency, sheriff's office, or local economic development agency. Section 2 also asks for the name and contact information for the person who filled out the form, in case there are any questions about the information

This section shows the amount being requested by this recipient and lists the individual projects and their costs. There is no limit on the number of individual projects included in the application, but the total of all CLCP projects cannot exceed a recipient's allocation amount as outlined in Table 2-2. A Tools and Trucks request cannot exceed \$150,000.

The application must be signed by an official who has the authority to obligate the applicant's resources. This is usually an elected official, such as Chair of the County Commissioners, the County Executive, the Mayor, or the Chair of the City Council.

You will need to complete a separate Section 2 for each recipient.

Section 3

Section 3 contains the detailed information about the project(s) for which you are requesting funding.

You must fill out a separate Section 3 for each project. There are two types of projects that can be funded:

- 1. Litter Pickup/Illegal Dump Cleanup
- 2. Litter/Illegal Dump Prevention Education

You will need to provide the following information for each project:

- Amount of funds requested.
- Project start and end dates.
- Project Goal Describe the general goal you want to accomplish through this agreement.
- Project Description Be sure to identify all those involved in the project and the roles they
 will play. It is important to demonstrate readiness to proceed in detailing how each phase of
 the project will occur: collection, transport, disposal, etc. Describe how you will coordinate
 with other litter control groups (EYC, DOT, DOC). For education and information projects,
 describe the activities to be undertaken to inform and educate the public in order to reach the
 zero litter goal. If materials/brochures are to be produced, provide a description and identify
 who will receive the materials.
- Local Investments Identify all resources you will commit to the project, including volunteers and other participants, donated goods and services, waived tipping fees, etc. These demonstrate the degree of regional cooperation and investment.

- Estimated Outcomes Estimate what the project will accomplish. These are the same measures you will track and report to us.
 - ✓ Supervisor hours.
 - ✓ Litter crew hours includes volunteer hours, correction crew hours, paid crew hours.
 - ✓ Illegal dump crew hours includes volunteer hours, correction crew hours, paid crew hours.
 - ✓ Amount of litter collected pounds or cubic feet.
 - ✓ Amount of illegal dump debris collected pounds or cubic feet.
 - ✓ Acres cleaned state, local, private.
 - ✓ Road miles cleaned state and local.
 - ✓ Number of illegal dumpsites cleaned state, local, private.
 - ✓ Education and information activities.

Ecology recognizes that at this time you may not be able to estimate the amount of litter you will pick up or how many illegal dumps you will end up cleaning, but you need to be aware that you are expected to measure these for your progress reports.

Section 4

Use this form to show your estimated costs and contributions for the project. You will need to break down the costs of your project into the following categories.

- Administration (CLCP share not to exceed 10 percent of the total amount awarded, excluded under Tools and Trucks).
- Equipment, tools and supplies See page 22 for a sample equipment/supplies list for a crew and information on how to access state contracts.
- Crew and crew supervisor salary and benefits.
- Disposal costs.
- Other (must describe).

For each category, you will also need to show the total value of community investment, the total amount of Ecology funds requested, and the total cost of the project.

Application Period

The application period opens February 1, 2003. Applications are due by April 1, 2003. Applications received after April 1, 2003, may result in decreased funding to a jurisdiction or delay the start date. Agreements will be written for projects ending June 30, 2005.

Application Assistance

Ecology encourages interested applicants to request a conference with Ecology project officers. The conference may include other staff with expertise in litter-related projects and other local governments and public bodies. The conference can cover:

- What money is available.
- How to prepare the application.

- Instructions on what you will be required to report.
- How Ecology will administer the agreement.
- What your responsibilities are in administering the agreement.
- Any concerns you may have.

Proposal Review

When Ecology receives an application, a project officer will review it with the following in mind:

- The agreement will be negotiated based on the information contained in the application. Since CLCP is not an entitlement program, local government agencies need to develop projects that will make a measurable improvement in the environment—roads, parks, and/or unsightly illegal dumps cleaned up.
- Coordination of local resources: Have volunteer groups and/or local businesses agreed to clean up public areas? Do local and state correction agencies have crews and supervisors available to work on projects? Does local government have the resources to administer the project and are local officials willing to invest time and money in the project to make it successful?
- Each agreement negotiated between Ecology and a local government contains outcomes. Successful completion of projects includes being able to report outcomes. The reporting will help demonstrate to the Legislature the extent to which the state is being cleaned up and that local governments are forming partnerships to accomplish litter pickups and illegal dump cleanups. This information will help to secure future funding of the program.

Once a complete application is submitted to Ecology, a project officer will contact the applicant to begin the process of negotiating an agreement.

Chapter 6: Applying for Tools and Trucks

The Goal

The goal of the Tools and Trucks Program is to pay for tools and equipment to help ensure development and maintenance of effective, local litter control programs statewide.

Amount Available

This cycle, \$150,000 has been set aside for purchases of equipment and tools to enhance Community Litter Cleanup Program projects statewide. There are no limitations on the amount of funding each planning authority can request (other than the fact that only \$150,000 is available).

Funding Cycle

The funding cycle is July 1, 2003, through June 30, 2005.

Application Period

The application period is the same as the application period for submitting litter/illegal dump cleanup and education requests, February 1, 2003 through April 1, 2003.

What Is Eligible

Capital purchases of equipment and tools as defined below:

• **Equipment:** tangible, nonexpendable personal property having a useful life of more than one year and costing at least \$5,000 per functional unit.

Examples: trucks, vans, trailers, storage buildings, and other vehicles.

• **Tools:** tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.

Examples: signs, pickers, portable potties.

What Isn't Eligible

Supplies **cannot** be purchased using Tools and Trucks funds but remain eligible under the litter/illegal dump cleanup and education.

• **Supplies:** tangible, personal property having a useful life of less than one year and costing less than \$5,000 per unit.

Examples: gloves, bags, safety glasses, ear protection, first aid, etc.

Information Needed

You will need to provide the following information on your T&T request:

- Recipient name.
- Amount of funds requested.
- Project start and end dates.
- Description of the tools and/or equipment to be purchased.
- Estimated cost for each item requested.
- Project/request description: Describe what each item will be used for and how each item will benefit the CLCP project.

Review of Requests

Funding will be awarded to those requests that can best demonstrate need, capacity for usage, and environmental results that advance litter control priorities.

Structure of the Agreement

If awarded, the T&T funding will become part of the interagency agreement. It will have its own identifying task within the agreement and, for accounting purposes, shall be tracked as a separate fund source. Money cannot be transferred between fund sources.

All tools and equipment purchased under T&T shall continue to be used to conduct litter and illegal dump cleanup activities as long as the Community Litter Cleanup Program is in operation. If a recipient chooses to quit participating in the CLCP program, the recipient will be required to either transfer ownership of the tools and equipment purchased to the new recipient or reimburse Ecology at the depreciated value unless otherwise agreed to by Ecology.

Chapter 7: After the Agreement Is Signed

Progress Reporting and Reimbursement

Keep in mind these important points:

- Payment is on a reimbursement basis. This means you must spend the money, or at least be billed for costs, before Ecology will pay.
- When submitting a payment request, you need to submit the following forms:
 - ✓ Form A -- Invoice Voucher A-19
 - ✓ Form B2 -- Running Budget Forms
 - ✓ Form C2 -- Voucher Support Form
 - ✓ Form D -- Contractor Participation Form (when applicable)
 - ✓ Progress Report Form -- ECY 030-53
- When submitting a payment request, you need to complete and keep for your records:
 - ✓ Form E -- Monthly Time Sheet (or equivalent form showing the same information). This applies to all people working on the project being paid salary and benefits with Ecology funds.
 - ✓ Invoice and/or receipts for items purchased using CLCP funds.
 - ✓ The Daily Worksheet (or equivalent).

You must submit Progress Reports with each payment request. Progress Reports must be submitted each quarter. Reports are due 30 days following the end of the quarter. Payment requests received without accompanying Progress Reports will not be processed until the Progress Report is received. Delay in processing may have adverse results for future funding.

Ecology has developed three report forms to assist you in tracking the progress of your agreement:

- **Progress Report** This form must be completed and submitted with each request for payment.
- **Final Project Evaluation** This form is to be filled out at the completion of your project and is submitted with your final reimbursement request.
- **Daily Worksheet** This form is optional; you do not need to submit it to Ecology. However, it was designed to assist you in keeping track of the information you will need to report on the Progress Report.

Copies of the report forms are attached to the back of these guidelines. Electronic copies are available through your project officer.

You are not required to submit supporting documentation with payment requests unless asked to do so by the Ecology project officer. You must, however, maintain supporting documentation in your contract files. This includes keeping signed time sheets documenting staff time. Time sheets must relate to the agreement tasks of the budget. The State Auditor has consistently ruled that signed time sheets must be available. Supporting documentation also includes the Daily Worksheet (or equivalent.) All contracts are subject to audit for 36 months after the project is completed.

Performance Monitoring

The objectives of the Community Litter Cleanup Program are to remove litter from roadways and public areas, to clean up illegal dumps, and to provide information to the public on litter and illegal dumping control and prevention. Performance monitoring is the ongoing review of a recipient's progress to help ensure successful outcomes. In monitoring performance, Ecology staff may review your progress reports, files, and requests for payment and may also make on-site monitoring visits.

Performance monitoring determines if a recipient:

- Is carrying out the scope of work described in the executed interagency agreement.
- Is making progress towards desired outcomes.

Recipient Responsibilities for Close-Out

The recipient must submit all financial, performance, and other reports required in the terms of the agreement within 45 days of the end of the agreement. These include, but are not limited to:

- Final progress report and final project evaluation, which evaluates the success of the project and how well it met the goals set out in the agreement.
- Final request for payment (if applicable).
- Reports and documents required by the agreement.

Final Performance Evaluation by Ecology

After receiving a recipient's final project evaluation, the project officer will complete a final performance evaluation. Appropriate staff may conduct a final, on-site inspection or evaluation of work accomplished.

Audit

The project officer may review your interagency agreement files and supporting documentation during the course of the agreement. All agreements are subject to audit for 36 months after the project is completed.

Information Sheet - Purchasing Goods and Services

When you decide what goods and services you will need to purchase for your project, contact the person responsible for purchasing in your agency. They can get you started. If there is no central purchasing function in your local government, contract your public works department, police department, or fire department. These agencies may all use state contracts when purchasing goods and services and will be able to provide you with the basic information.

If you can't get the information you need, contact the state Department of General Administration at 1-800-503-9898 or visit them on the web at www.ga.wa.gov/centralstores/. They can help you navigate through the state purchasing process. If you have questions contact your respective Ecology project officer.

Typical purchasing process:

- 1. Determine the item(s) you wish to purchase.
- 2. See if it is possible to purchase locally using local purchasing process.
- 3. Determine if a state contract is available to purchase item.
- 4. Review state specifications to determine if item meets your needs.
- 5. Use state contract to purchase item, if appropriate.
- 6. If not on state contract, use local purchasing process to purchase item.

SAMPLE SUPPLIES/EQUIPMENT LIST

Ten-Worker Litter Pickup Crew

Item	Unit Price	Quantity	Total
Jacket	\$25.00	11	\$275.00
Gloves/Pair	2.50	20	50.00
Safety Vest	18.50	11	203.50
Rain Jacket	21.00	11	231.00
Rain Pants	9.00	11	99.00
Hard Hat	9.62	12	115.44
Hard Hat Suspension	5.00	15	75.00
Eye Protection	4.29	20	85.80
Traffic Cones	5.31	20	106.20
Sign Base	91.30	2	182.60
Signs	70.00	2	140.00
Sign Flag Assembly	13.90	2	27.80
Litter Grapper	16.15	12	193.80
Litter Bags*	0.25	2,000	500.00
First Aid Kit	50.00	1	50.00
Biohazard Spill Kit	50.89	1	50.89
Sharps Disposal Box (5 qt.)	8.06	1	8.06
Water Jug	25.00	1	25.00
Cell Phone	200.00	1	200.00
Fire Extinguisher	26.94	1	26.94
Total			\$2,646.03

^{*}Typical litter bag size: 2 cubic feet, 3 mil thick, some type of tie method (string, plastic). These estimates are for planning purposes only. Prices subject to change at any time. Crew van or crew cab pickup with enclosed storage tool area also required. Crew cab pickup with dump bed suggested for dumpsite cleanup.

Glossary of Terms

Acre: an area of 43,560 square feet, measuring approximately 210 feet by 210 feet. Generally used to define areas such as beaches, parks, woodlands, recreation sites, etc.

Administrative Costs: those costs associated with coordination, record keeping, and accounting to implement the scope of work. These costs are not directly associated with the actual activity of litter pickup and illegal dump cleanup.

Agreement: the formal written interagency contractual arrangement, signed by the authorized official(s) of the recipient and Ecology, which details the terms of the agreement. It includes, at a minimum, an approved scope of work, goal statement, community investments, expected outcomes, budget, and performance schedule.

Applicant: the planning authority for the county, the city of Seattle, or the city of Everett.

Disposal Costs or Tipping Fees: the costs to dispose of materials at a permitted solid waste facility

Equipment: tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of at least \$5,000 per functional unit.

In-Kind Contributions: property or services that benefit a project and are contributed to the recipient (or any contractor under the agreement) by a third party, without direct monetary compensation. In-kind contributions include donated or loaned real or personal property, volunteer services, and employee services donated by a third party.

Local Comprehensive Solid Waste Management Plan: the plan to manage solid waste that a local government is required to prepare pursuant to Chapter 70.95 RCW.

Planning Authority: the jurisdiction that is responsible for developing and implementing the comprehensive solid waste management plan within the county, the city of Seattle, or the city of Everett.

Project Officer: the Ecology staff person assigned to negotiate the terms of any agreement with the recipient and to manage the project.

Public Place: as defined by RCW 70.93.030(3)(13), "any area that is used or held out for use by the public whether owned or operated by public or private interests."

Recipient: the local government agency that will sign the funding agreement with Ecology and will receive and administer the funds. The **recipient** can be a county public works department, city solid waste utility, city-county health district, county sheriff's department, city planning department, etc.

Road Mile: Cleaning one mile along both shoulders of a roadway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and the median for one mile equals four road miles cleaned.

Supplies: tangible, personal property having useful life of less than one year and costing less than \$5,000 per functional unit.

Tools: tangible, personal property having a useful life of more than one year and an acquisition cost of less than \$5,000 per unit.



Community Litter Cleanup Program

WASHINSTON STATE DEPARTMENT OF T

Daily Worksheet 2003-2005

Date	Locations of Where Work Occurred	2. # Supervisor Hours	✓ one		(applies to	Miles eaned* o litter pickup only)	5. # Acr (applies		ed ckup only)		ds	7. # of Illegal Dumps Cleaned	8. Amount Recycled
			Litter	Illegal Dump	State	Local	State	Local	Private	Litter	Illegal Dump		
	Totals	0	0	0	0	0	0	0	0	0	0	0	0

^{*}A road mile is defined as an area one mile in length extending 30 feet from the fog line. Cleaning one mile of both shoulders of a two-lane highway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and the median for one mile equals four road miles cleaned. ECY 030-54 The Department of Ecology is an equal opportunity and affirmative action employer.

INSTRUCTIONS

NOTE: A site should be considered an <u>illegal dump</u> if it has over one cubic yard of material or can be easily distinguished from litter pickup by the types of materials present and by how they got there (i.e. by the truckload vs. thrown out the window).

- 1. <u>Locations of Where Work Occurred:</u> List the names of roadways and other areas cleaned including state/local roadways, parks, recreation areas, beaches, illegal dumpsites, etc. Include mileposts or other identifiers to help figure the miles of roadways cleaned or the acreage for larger areas cleaned.
- **2. # Supervisor Hours:** Write down the total paid hours for supervising litter and illegal dump crews, including time spent on setting up, on scouting sites, and on administration.
- **3. # Crew Hours:** Specify if the work crew is a correction crew or a non-correction crew. Then, separately list the total crew hours spent picking up litter and/or cleaning up illegal dumpsites. Be sure to list total hours and not just one crewperson's hours (# hours worked × # in crew).
- **4. # Road Miles Cleaned:** Separately list the number of state and/or local roadway miles cleaned.
- **# Acres Cleaned:** Separately list the estimated number of acres cleaned on state, local, and private properties—not counting roadway shoulders and medians. This includes areas such as parks, recreation areas, and beaches.
- **Amount Collected:** First, put a check mark to specify if the amount collected was in pounds **or** cubic feet. Separately list the amount collected from litter pickup activities and illegal dump cleanup activities.
- 7. # Illegal Dumps Cleaned: Write down the number of dumpsites cleaned, and from what type of property (public or private) the materials originated.
- **8. Amount Recycled:** Be sure the amounts recycled are subtracted from the litter and illegal dump amounts collected.



Progress Report



2003-2005

	Recipient Name Agreement Number Period/Month (Circle One Month or Quarter Only								er Only)									
										☐ 2003 ☐ 2004 ☐ 2005			Feb M May J			ily Aug S ct Nov I		
1. Pleas	e include	inform	ation	in eve	ry box	. Use	additio	onal she	ets if nee	ded.								
Spent on (sum sho	d Amount Each Act ould equal request):	эу	Types	of Loc	<u>:ations</u>	s Clean	<u>ed</u>											
LILLEI I IOI	<u>шр.</u>			Tools	and Ed	<u>amqiup</u>	ent Pur	chased	- specify if	<u>f purcha</u>	sed with	1 Tools	and T	ruck fu	<u>nds</u>			
Illegal Du	ımp Clear	nup:																
				Educa	ational	<u>Activiti</u>	ies											
Education	n:																	
2	2 Litter Ir	eformatio	n Only							4 Illena	l Dump Ir	formation	on Only				5.	
•		Road	I Miles aned*	Acro	es Clea	eaned Litter Collected (do not double count)		Collected	Illegal Dump Crew Hours				nps	Illegal Dump Debris Collected		Recycled		
	corr.	other	state	local	state	local	private	pounds	cubic feet	corr.	vol.	state	local	private	pounds	cubic feet	pounds	cubic feet
	1	, 		!	'	'			!								i i	ļ

Be sure not to double count – Separate amount recycled from litter and/or illegal dump totals.

^{*}A road mile is defined as an area one mile in length extending 30 feet from the fog line. Cleaning one mile of both shoulders of a two-lane equals two road miles cleaned. Along a divided highway, cleaning both shoulders and e median for one mile equals four miles cleaned.

INSTRUCTIONS

- Estimate of how much money was spent for each activity. For example, if litter pickup is the only activity for the report period, the amount written in that box equals the total payment request. Be sure that all three boxes add up to the total payment request. This includes all billed costs, including collection, disposal, transport, administration, etc.
 - Location narrative should list all types of areas cleaned—including roadways, parks, beaches, illegal dumpsites, etc.
 - List any tools and equipment purchased. Please specify those items purchased with funds from the Tools and Trucks program.
 - Identify any educational activities (i.e. presentation locations and audience, materials developed and distributed, media releases, etc).
- 2. <u>Supervisor Hours:</u> Write down the total paid hours for supervising litter and illegal dump crews, including time spent on setting up, on scouting sites, and on administration. Also include time spent on education.

3. Litter Information

<u>Litter Crew Hours</u>: Separately list the total correction and non-correction crew hours spent on litter pickup. Litter pickup includes collecting litter along roadways and large areas such as parks. Be sure to list total hours and not just one crewperson's hours (# hours worked × # in crew).

<u>Road Miles Cleaned</u>: Separately list the number of state and local roadway miles cleaned. A road mile is defined as an area one mile in length extending 30 feet from the fog line. Cleaning one mile of both shoulders of a two-lane highway equals two road miles cleaned. Along a divided highway, cleaning both shoulders and a median for one mile equals four road miles cleaned. **Miles driven does not represent miles cleaned.**

<u>Acres Cleaned</u>: Separately list the estimated number of acres cleaned on state, local, and private properties—not counting roadway shoulders and medians. This includes areas such as parks, recreation areas, and beaches.

<u>Litter Collected:</u> List the quantity of litter collected in pounds or cubic feet. For example, a road crew collects 10 bags, each weighing 15 pounds and measuring two cubic feet; this is reported as either 150 pounds **or** 20 cubic feet, but not both. Both columns may be filled in, provided they detail separate collection efforts.

4. <u>Illegal Dump Information:</u> A site should be considered an <u>illegal dump</u> if it is over one cubic yard of material or can be easily distinguished from litter pickup by the types of materials present and by how it got there (i.e. by the truckload vs. thrown out the window).

<u>Illegal Dump Crew Hours</u>: Separately list the total correction and non-correction crew hours spent cleaning up illegal dumps. Be sure to list total hours and not just one crewperson's hours (# hours worked × # in crew).

<u>Illegal Dumps Cleaned</u>: Separately list the number of illegal dumpsites cleaned on state, local, and private properties.

<u>Illegal Dump Debris Collected:</u> List the quantity of debris collected from illegal dumpsites in pounds or cubic feet. Both columns may be filled in, provided they detail different items. For example, a road crew may collect 10 bags, each weighing 15 pounds and measuring 2 cubic feet. To report this, list either 150 pounds **or** 20 cubic feet, but not both.

5. Recycled: List the quantity of litter and debris recycled in pounds or cubic feet.



FINAL PROJECT EVALUATION





SUBMIT THIS FORM WITH THE FINAL BILLING AT THE CONCLUSION OF YOUR PROJECT.

Recipient Name:							
Agreement Number:							
	Total crew hours	Supervisor	Miles	# dump sites	Acres	Amount collected	Amou
	corr other	hours	cloaned	cloaned	cloaned	(use more than one unit, if	

	Total cre <u>corr.</u>	ew hours <u>other</u>	Supervisor hours	Miles cleaned	# dump sites cleaned	Acres cleaned	Amount collected (use more than one unit, if necessary, but do not duplicate)	Amount recycled
Expected outcomes								
Actual outcomes								

What were the goals for the project/s? Describe how well the goals were accomplished.

Explain any problems encountered.

List any change(s) made in the activities outlined in your agreement. Explain why the change(s) were made.

What strategies were successful?

List the community investments that helped to fulfill these accomplishments in the columns below. Estimated values are acceptable.

ContributorWhat was contributed?Unit valueUsageTotal ValueExample: County CorrectionsLitter collection crew\$8/hour4000 hrs\$32,000

What would you change about the CLCP program?



Department of Ecology Solid Waste and Financial Assistance Program

FOR ECOLOGY	USE ONLY
Application #	

Application for Tools & Trucks 2003-2005

Submit one application for	all T&T requests		_		
Recipient Name					
Amount of Funds Requested	Project Start Date	Project End Date			
Tools and/or Equipme	nt to Be Purchased	Estimated Cost for Each Item			
What will each item be use Cleanup Program? Be as		item benefit the Community Litter			

ECY 070-25 The Department of Ecology is an equal opportunity and affirmative action employer.

-----SAMPLE APPLICATION-----

Department of Ecology
Solid Waste and Financial Assistance Program

FOR ECOLOG	Y USE ONLY
Application # _	

Application for Tools & Trucks

2003-2005

Submit only one application for all requests for use in Community Litter Cleanup Program projects.

Recipient Name				
Generic County Public Works				
Amount of Funds Requested	Project Start Date		Project End Date	
\$21,000	July 1, 2003 June 30, 2005			
Tools and/or Equipment	to Be Purchased	Estimated Cost for Each Item		
Used crew cab (4 door) 3/4 ton pick	\$18,000			
Electric winch for pickup truck	\$1,500			

What will each item be used for and how will each item benefit the Community Litter Cleanup Program? Be as specific as possible.

We need a five- to six-person crew cab pickup truck to be dedicated to the litter and illegal dumping program. Currently we are constantly looking for a spare truck to use, and it usually has to be taken away from an existing operations and maintenance work crew. If we had a dedicated vehicle, we would be able to better schedule our crews and accomplish much more work. We would expect to pick up litter 5 days per week, rather than the 2-4 we are currently averaging.

We would also like to obtain a winch for retrieving bulky items such as appliances or furniture that have been illegally dumped down road embankments or creek banks.

In addition we would like to have a hydraulic-lift tailgate for the truck. This would enable us to more easily load bulky items which have been illegally dumped.



Department of Ecology Solid Waste and Financial Assistance Program

FOR ECOLOGY USE ONLY	
Application #	

Application for Community Litter Cleanup Program Funds

Submit a single copy of this application to your project officer.

Submit only one application for all projects

Section 1 plicant Information

Applicant Name	Applicant Address			
Signature	Date			
Print Name and Title	Phone / E-Mail / Fax			
The above representative certifies that the info and that she or he is authorized to submit this	formation submitted is true and correct to the best of his or her knowledg application.			
The recipient is the government agency that interagency agreement. Complete a separ	Recipient Information at will actually receive the funds and with whom Ecology will sign the rate Section 2 for each recipient.			
The recipient is the government agency that interagency agreement. Complete a separ	at will actually receive the funds and with whom Ecology will sign the			
The recipient is the government agency the interagency agreement. Complete a separ Federal I.D. Number	at will actually receive the funds and with whom Ecology will sign the rate Section 2 for each recipient.			
The recipient is the government agency that interagency agreement. Complete a separ Federal I.D. Number Recipient Name	at will actually receive the funds and with whom Ecology will sign the rate Section 2 for each recipient.			
The recipient is the government agency that interagency agreement. Complete a separ Federal I.D. Number Recipient Name Address	at will actually receive the funds and with whom Ecology will sign the rate Section 2 for each recipient. Agency			
The recipient is the government agency that interagency agreement. Complete a separate Federal I.D. Number Recipient Name Address Preparer's Name and Title PROJECT	at will actually receive the funds and with whom Ecology will sign the rate Section 2 for each recipient. Agency			
The recipient is the government agency that interagency agreement. Complete a separ Federal I.D. Number Recipient Name Address Preparer's Name and Title	at will actually receive the funds and with whom Ecology will sign the rate Section 2 for each recipient. Agency Phone / E-Mail / Fax			

ECY 070-26 The Department of Ecology is an equal opportunity and affirmative action employer.

Signature of official authorized to obligate recipient's resources

Date

Section 3 Project Information

Recipient Name (from Section 2)		
Please put an X by one project below (fill out a separate Section 3 for	each project):
Litter Pickup and Illegal I	Dumn Cleanun	
Education and Information		
Amount of Funds Requested	Project Start Date	Project End Date
·		
You may attach 1 -	2 additional sheets of pape	er, if needed, to describe your project.
PROJECT GOAL - Describe the gener	ral goal you wish to accomplish	through this agreement.
they will play. It is important to de occur: collection, transport, disposundertaken to inform and educate	monstrate readiness to proceal, etc. For education and in the public in order to reach and identify who will receive the	identify all those involved in the project and the roles eed in detailing how each phase of the project will information projects, describe the activities to be the zero litter goal. If materials/brochures are to be ne materials. Describe how you will coordinate with
		ject, including volunteers and other participants, donated degree of regional cooperation and investment.
ESTIMATED OUTCOMES - Estimate track and report regularly.	what the project will accomplish	. These are the same measures you will be required to
For Litter Pickup and Illegal Dump Clear Road miles to be cleaned Acres to be cleaned Illegal dump sites to be cleaned Pounds of material recycled For Education and Information: Describe what you will accomplish throon roadways or parks or a decrease in	Pounds of litter co Pounds of debris ed Supervisor hours Total crew hours bugh educational efforts. For ex	from illegal dumps cample, a 25 percent decrease in the amount of litter found
*Ecology recognizes that at this time you be aware that you will be expected to r		the amounts of material you will clean up but you need to s reports.

Section 4 Community Litter Cleanup Program Proposed Expenditure Budget by Project

Use this form to show your estimated costs and contributions for each project. Show the total value of community investment, the total amount of Ecology funds requested, and the total cost of all projects. Please call your Ecology regional project officer if you have questions.

Estimated Project Costs and Contributions

	Litter C	leanup /ities	Illegal	Dump Activities	Educat Inforn		To	otals
Project Cost Categories	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment
Administration (Ecology share not to exceed 10% of total amount requested from CLCP)								
Equipment, Tools, and Supplies (please include details)								
Disposal Costs								
Crew Salaries/Benefits (correctional crew not eligible)								
Non-Crew Salaries/Benefits (supervisor, volunteer coordinator, etc)								
Other (Please describe)								
TOTALS	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

-----SAMPLE APPLICATION-----

Department of Ecology Solid Waste and Financial Assistance Program

FOR ECOLOGY USE ONLY
Application #

Application for Community Litter Cleanup Program Funds

Submit a single copy of this application to your Project officer.

Submit only one application for all projects

Section 1 Applicant Information

The applicant is the county, the city of Seattle, or the city of Everett

Applicant Name Generic County	Applicant Address Public Works Department, PO Box 000, Anywhere, WA 99000
Signature	Date
Print Name and Title Jane Doe, County Commissioner	Phone / E-Mail / Fax (509)123-4567 / <u>jdoe@co.generic.wa.us</u> / (509) 234-5678

The above representative certifies that the information submitted is true and correct to the best of his or her knowledge and that she or he is authorized to submit this application.

Section 2 Recipient Information

The recipient is the government agency that will actually receive the funds and with whom Ecology will sign the interagency agreement. Complete a separate Section 2 for each recipient.

Federal I.D. Number 91-1234567				
Recipient Name Generic County	Agency Sheriff's Office			
Address PO Box 999, Anywhere, WA 99000				
Preparer's Name and Title John Doe, Sheriff	Phone / E-Mail / Fax (509) 111-2222/ jdoe@sheriff.generic.wa.us /(509) 111-3333			
PROJECT	AMOUNT REQUESTED			
Litter Pickup and Illegal Dump Cleanup	56,000			
Education and Information	4,000			
Total	60,000			
The undersigned agrees that if an agreement is finalized on the statutory provisions, and with the applicable terms, conditions, a		9		
Signature of official authorized to obligate recipient's resources	Date			

Section 3 Project Information

Recipient Name (from Section 2)						
Generic County Sheriff's Office						
Please identify if your project is (fill out a separate Section 3 for each project):						
X Litter Pickup and Illegal Dump	X Litter Pickup and Illegal Dump Cleanup					
Education and Information						
Amount of Funds Requested	Project Start Date	Project End Date				
\$56,000	July 1, 2003	June 30, 2005				

You may attach 1 - 2 additional sheets of paper, if needed, to describe your project.

PROJECT GOAL - Describe the general goal you wish to accomplish through this agreement.

Generic County has heavy recreation traffic, which equates to public places becoming heavily littered. Our goal is to clean up litter in these areas as well as roadways identified as being littered, and abate at least twenty illegal dumpsites that have been identified. We hope this will discourage future littering and provide a clean place for tourists.

PROJECT DESCRIPTION – Be sure to identify all those involved in the project and the roles they will play. It is important to demonstrate readiness to proceed in detailing how each phase of the project will occur: collection, transport, disposal, etc. For education and information projects, describe the activities to be undertaken to inform and educate the public in order to reach the zero litter goal. If materials/brochures are to be produced, provide a description and identify who will receive the materials. Describe how will you coordinate with other litter control groups (EYC, DOT, DOC).

Cleanup project:

a) A crew consisting of 8-10 inmates and a crew supervisor will pick up litter in public recreation areas, along roadways, and at at least 20 illegal dump sites. The crew will work 8 hours per day, 4 days per week, separating recyclables from litter. Full litterbags will be left at entrances to identified public areas or along roadsides. The crew supervisor will call the Road Department for bag pickup. The litter will be disposed of at a permitted solid waste facility.

Areas to be cleaned include Generic Bay Recreation Area, Generic County Park, Highways 2, 10, and 11, and streets in the Town of Generic. Two dumpsites are located at access points into the Generic Bay Recreation Area, and the rest are scattered throughout the county. A front-end loader and dump truck will be needed to clean one site. Signs will be posted at some of the dumpsites warning of penalties associated with illegal dumping.

- b) There are no other local pickup groups in our county, but we have already contacted DOT, DOC, and Ecology. They had not planned on working in the areas identified above, and so we will not be duplicating any of their efforts.
- c) Crew safety will be ensured by restricting litter pickup to one roadside at a time. A "Crew Working" sign will be placed 500-700 feet before the place where the vehicle will be parked, depending on speed limit. A taper of three cones will be placed just behind the vehicle to close off the shoulder area. The vehicle's flashing lights will be activated. The vehicle will be pulled completely off the road and passengers will get out on the side opposite traffic. The crew will not work between the "Crew Working" sign and the parked vehicle. Orange cones will be placed at intervals along the road where litter pickup is conducted. Crews will also wear bright safety vests, gloves, hard hats, and safety goggles while working.
- d) Inmates will go through orientation with the crew supervisor before they are allowed to work. The procedures identified in 'c' above will be discussed as well as other safety matters, such as picking up litter in an "ergonomically-correct" manner (e.g. correctly lifting heavy objects).
- e) Juvenile offenders may be used through the program of the Generic Juvenile Court system. The same safety, training, and procedural standards as used for inmates will apply to juvenile work crews.

LOCAL INVESTMENTS (APPLIES TO CLEANUP PROJECTS ONLY) – Identify all resources you will commit to the project, including volunteers and other participants, donated goods and services, waived tipping fees, etc. These demonstrate the degree of regional cooperation and investment.

The county will waive all disposal fees; the Department of Corrections will provide a vehicle and maintenance to it (fuel will be paid through CLCP) and L&I for the crew. The Sheriff's Office will provide communication equipment and an inmate or juvenile work crew. The Road Department will provide the vehicle used to pick up full litterbags, as well as fuel.

ESTIMATED OUTCOMES – Estimate what the project will accomplish. These are some of the same measures you will be required to track and report at the end of the agreement.

For Litter Pickup and Illegal Dump Cleanup*:

1,800 Road miles to be cleaned 70 tons Amount of litter collected/amount of debris from illegal dumps

400 Acres to be cleaned 2,304 Supervisor hours

20 Illegal dump sites to be cleaned 20,736 Total crew hours to be used including correction, volunteer,

and non-correction crews

*Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that you will be expected to measure these for your progress reports.

Section 3 Project Information

Recipient Name (from Section 2)

Generic County Sheriff's Office

Please identify if your project is (fill out a separate Section 3 for each project):

Litter Pickup and Illegal Dump Cleanup

X Education and Information

Amount of Funds Requested Project Start Date Project End Date

\$4,000 July 1, 2003 June 30, 2005

You may attach 1 - 2 additional sheets of paper, if needed, to describe your project.

PROJECT GOAL - Describe the general goal you wish to accomplish through this agreement.

The goal of this project is to encourage proper disposal of solid waste in recreation areas by educating tourists and residents about the detrimental effects littering and illegal dumping have on the environment and the community.

PROJECT DESCRIPTION – Be sure to identify all those involved in the project and the roles they will play. It is important to demonstrate readiness to proceed in detailing how each phase of the project will occur: collection, transport, disposal, etc. For education and information projects, describe the activities to be undertaken to inform and educate the public in order to reach the zero litter goal. If materials/brochures are to be produced, provide a description and identify who will receive the materials. Describe how will you coordinate with other litter control groups (EYC, DOT, DOC).

The Sheriff's Office will develop and print a brochure that explains the environmental harms, economic cost, and the effects on community spirit when trash is littered and illegally dumped. The brochures will be placed at entrances to the Generic Bay Recreation Area and Generic County Park, and will be available at community events and at Generic County Transfer Stations.

The Sheriff's Office will evaluate the effectiveness of the brochure by comparing the amounts of litter collected in recreation areas over the contract cycle, particularly from one year to the next. We will also determine whether a decrease in the amount of litter along roadsides each year is realized. Results will be reported on progress reports.

LOCAL INVESTMENTS (APPLIES TO CLEANUP PROJECTS ONLY) – Identify all resources you will commit to the project, including volunteers and other participants, donated goods and services, waived tipping fees, etc. These demonstrate the degree of regional cooperation and investment.

Although local investments are not required, time spent distributing brochures will be donated by the Sheriff's Office.

ESTIMATED OUTCOMES - Estimate what the project will accomplish. These are some of the same measures you will be required to track and report at the end of the agreement.

For Education and Information:

Describe what you will accomplish through educational efforts. For example, a 25 percent decrease in the amount of litter found on roadways or parks or a decrease in the amount of debris illegally dumped.

We hope to see a significant decrease in the amount of littering in recreation areas where brochures will be placed. We hope for a 50 percent decrease between 2001 and 2003.

*Ecology recognizes that at this time you may not be able to estimate the amounts of material you will clean up but you need to be aware that you will be expected to measure these for your progress reports.

Section 4 Community Litter Cleanup Program Proposed Expenditure Budget by Project

Recipient Name (from Section 2)
Generic County Sheriff's Office

DIRECTIONS: Use this form to show your estimated costs and contributions for each project. Show the total value of community investment, the total amount of Ecology funds requested, and the total cost of all projects. Please call your Ecology Grant Project Officer if you have questions.

Estimated Project Costs and Contributions

	Litter Cleanup Activities		Illegal Dump Cleanup Activities		Education and Information		Totals	
Project Cost Categories	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment
Administration (Ecology share not to exceed 10% of total amount requested from CLCP)	4,360		200		200		4,760	0
Equipment & Supplies (if an explanation is needed, please include details) gloves, bags front end loader rental dump truck rental crew transport vehicle ER&R road dept. truck ER&R L&I	9,000	3,040 3,040 5,040	1,000 2,000 360			200	12,360	11,320
Disposal Costs		3,600		475				4,075
Crew Salaries/Benefits (correctional crew not eligible)		157,600		8,288				165,888
Non-Crew Salaries/Benefits (supervisor, volunteer coordinator, etc)	37,080		2,000		2,000	1,000	41,080	1,000
Other (Please describe) Printing/copies					1,800		1,800	
TOTALS	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment	Ecology \$	Value of Community Investment
	50,440	172,320	5,560	8,763	4,000	1,200	60,000	182,283